



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Education, Department of. English Language Learners And Migrant Education.

Agency: English Language Learners And Migrant Education Division:			
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	86-415	<b>TITLE I, PART C, MIGRANT EDUCATION PROGRAM</b> Monies are used for assistance for migrant students ages 0 to 21. Children have to be certified as eligible for the program. Typical file contents would be applications for grants and annual performance reports. Files are arranged by the public school corporation name and the public school corporation's school year. Retention based on IC 34-13-1-1.	TRANSFER electronically to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) year after the end of the school year. DELETE agency copy ten (10) years after the end of the school year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	86-416	<b>NON-ENGLISH SPEAKING PROGRAM</b> This program funded by the Indiana General Assembly is designated to aid students from a non-English language background to have equal access to public education. Files are arranged by the public school corporation name and school corporation school year. Retention based on IC 34-13-1-1, (2004 Edition)	TRANSFER electronically to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) year after the end of the school year. DELETE agency copy ten (10) years after the end of the school year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	86-417	<b>REFUGEE CHILDREN SCHOOL IMPACT GRANT</b> Federal funds are sent to local education agencies that provide technical assistance, monitoring and support to the local public school corporation. Files are arranged by the school corporation name and school year. Retention based on IC 34-13-1-1, (2004 Edition)	TRANSFER electronically to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) year after the end of the school year. DELETE agency copy ten (10) years after the end of the school year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	86-418	<b>TITLE III, ENGLISH LANGUAGE ACQUISITION</b> Federal funds are provided for limited English proficient immigrant students to support English acquisition. Grant applications are included. Files are arranged by the public school corporation name and its school year. Retention based on IC 34-13-1-1.	TRANSFER electronically to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) year after the end of the school year. DELETE agency copy ten (10) years after the end of the school year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.